



Disciplinary Action Incident Report West Frankfort Police Department

Name of Employee: Amanda Marlow #387

Job Classification: Patrol Officer

Department: West Frankfort Police Department

State exactly what originally happened; when it happened, who was involved, witnesses, and what rule, policy, statute, or contract clause is involved: Officer Marlow used sick time 29 times during the calendar year 2022. From January 1, 2022 through December 31, 2022 Officer Marlow used 19 full sick days, 3-7 hour blocks of sick time, 1-6 hour block of sick time, 1-4 hour block of sick time, 4-3 hour blocks of sick time, and 1-1 hour block of sick time for a total of 196 hours of sick time used. This is equivalent to 24 ½ days of sick time. This puts an undue burden on the Police Department and the employee's having to cover these shifts. This is in direct violation of WFPD Policy 2.9, Rules of Conduct, **Section Two - Attention to Duty (2.24) - Excessive Absenteeism - Habitual or patterned use of sick leave or leave without pay, not supported by competent medical evidence and contractual obligations, or other proof of necessity is prohibited.**

Action Recommended by the Department Head

In determining the recommendation for disciplinary action, the employees' previous behavioral problems, past performance and length of service will be taken into consideration.

(1) ☐ Verbal Warning Only

(3) ☐ Work Day(s) Suspension

(2) ☒ Written Reprimand

From _____ To _____
mo. day year mo. day year

(4) Other _____

(Note: No action is to be taken until a review has been made by Labor and Employee Relations)

Signature of person preparing report Chief John Puchat Date 01/27/2023

Signature of Department head _____ Date _____

Employee Remarks _____

Signature of Employee Amanda Marlow Date 1/27/23

(The signature of the employee acknowledges receipt of this form; it does not mean agreement with its content.)

Guidelines for Progressive
Disciplinary Action-
Civil Service Employees
Labor and Employee Relations